

**Board Approval of Minutes:**

Approved: December 30 2019

Chair's Signature: [Signature]



# Lutz Preparatory School

**A Hillsborough County Public Charter School of Choice Serving Grades K-8**  
**Building Subcommittee Meeting**  
**Minutes: December 16, 2019**

- 1) Meeting Call to Order by CM at 7:31 AM
  - a. Attendees Board: Brian Lambert, Chris Moore
    - i. Absent: Daniel Abou-Jaoude, Rick Narkiewicz
  - b. Committee Chair: Chris Moore
  - c. Administration: Mr. Wheaton, & Mrs. Jenkins
    - i. Absent: Mrs. Guertin
  - d. Owners Representative – Jonathan Moore
  - e. Minutes – Lori Toso
- 2) Public Comment: None
- 3) Jonathan Moore Update:
  - a. Call today with Walbridge to discuss letter of intent with maximum design & offsite fee.
    - i. Clarification that we are only spending preconstruction money
    - ii. Our attorney recommends having a 5K termination of LOI so that we pay for work as it goes. With this, we will own a license to own the architectural design. Our intent is to work with Walbridge in a mutually acceptable budget.
    - iii. Goal is to have the letter executed in the next 24 hours.
  - b. Meeting with Long and Associates to discuss the design approached with offsite engineering in coordination with the county before we move forward with any hitches.
  - c. Would also like to have another design meeting with school staff to talk about late breaking design ideas so Walbridge can start designing to what we want. Restrooms in classrooms, elevators, covered walkways, access from other building and modular.
  - d. CM: are we still on track to get civil done this summer? Per JM will find out after conversation with Long and Associates.
  - e. JM will have update for subcommittee by tomorrow.
- 4) Meeting adjourned at 7:40 AM.